

# MAIN FACS “TIPS & TECHNIQUES”

11/10/2004

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Volume 11, Issue #02

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**IMPORTANT:** This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

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- **DETROIT EDISON (DTE) INVOICES – LATE PAYMENT CHARGES**

## **DETROIT EDISON (DTE) INVOICES – LATE PAYMENT CHARGES**

To prevent future Late Payment Charges being included on any Detroit Edison (DTE) invoices (electronic or non-electronic), please **ONLY** enter the 9- or 12- digit DTE Account Number in the Voucher Description field on the PCHL1800 Direct Voucher Header Entry Screen. Direct Vouchers created by ETP automatically have an Account Number and Date added to this field, however, if you need to manually enter a DTE Direct Voucher, please enter only the Account Number.

Valid Voucher Description: 000123456 or 472200001234

Invalid Voucher Description: Acct #: 000123456